

A GLOSSARY OF LAYOFF TERMINOLOGY

It may be helpful to review some common employment and layoff terms and phrases before getting started:

Abrogation (of a position) – the elimination of a position by legislative action, usually in connection with the adoption of a budget.

Bumping – the transfer of a regular employee to a position in the same class or lower class in the class series, resulting in the displacement of a less senior employee.

CBA – Collective Bargaining Agreement

CBO – City Budget Office

Classified Service – all employment positions in the City that are not excluded by ordinance, City Charter, or state law from the provisions of Seattle Municipal Code Chapter 4.04 and Personnel Rules related to selection, discipline, termination, and appeals of Human Resources actions to the Civil Service Commission.

Employing Unit – any City department and, within the Executive and Legislative Departments, any office created by ordinance.

Incumbent – an employee who has been appointed to an exempt or classified service position.

Order of Layoff – an official seniority ranking prepared by the Seattle Human Resources Director showing service credit for all affected employees in a particular class.

Probationary Employee – an individual who has not completed a one-year period of probation with the City.

Project Hire - a job referral program designed to assist City employees at risk of losing their jobs due to layoff or reorganization. The goal is to transition these employees into alternate positions within the City before their employment ends, or as soon as possible, following layoff.

Reduction – the movement of an employee from one position to another position in the same employing unit with a lower maximum rate of pay.

Regular Employee – an individual who has completed a one-year period of probation with the City.

Reinstatement – the re-employment of an individual who has been laid off, within 12 months of such layoff, to a position in the same class as the position from which he or she was laid off.

Seniority – a regular employee's length of continuous service in his or her present class and all higher-paying classes since original appointment to the present class.

Temporary Employee – an individual who is employed to fill a temporary, interim absence or vacancy, short-term, less than half time, term-limited need, with no guaranteed minimum number of hours of employment. The term includes seasonal, intermittent, on-call workers and workers employed less than 20 hours per week.

Transfer – the movement of an employee from one position to another position within the same employing unit in the same classification or with the same maximum pay rate.

Trial Service Employee – an individual who has completed a one-year probationary period in another classification, but has not yet completed one year in the current classification.